

VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND

PROGRAM CODEBOOK for Prosecution Grantees

***INSTRUCTIONS AND DEFINITIONS
FOR COMPLETING THE QUARTERLY PROGRESS REPORT***



For more information and assistance contact:

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VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND

PROGRAM CODEBOOK

INTRODUCTION

This Program Codebook has been designed by the Victims Services Section of the Department of Criminal Justice Services for localities receiving prosecution funding through the Virginia Sexual and Domestic Violence Victim Fund (VSDVVF). We hope that staff will find it useful when completing the quarterly progress report.

The Codebook gives instructions for completing and submitting the quarterly progress report. The numbering in this section corresponds to the numbering in the quarterly progress report. A staff person can complete the form while referring to the instructions. A copy of the quarterly progress report can be found in the back of the Codebook, as well as on the DCJS website (<http://www.dcjs.virginia.gov/victims/vdvvfForms.cfm>).

Quarterly progress reports must be submitted online through the Grants Management Information System (GMIS). Users can access this system through the DCJS website (<http://www.dcjs.virginia.gov/grantsAdministration/gmis/>). Please note that if you have not used GMIS before, you will need to contact DCJS to be assigned a username and password. Requests for usernames/passwords and requests for technical assistance in using GMIS should be directed to the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov. If you have another DCJS grant, you will use the same username and password that you use for other grants; you simply enter your VSDVVF grant number to access information regarding your VSDVVF grant.

To upload your report through GMIS, you will need to save an electronic copy of the quarterly progress report form to your computer's hard drive or to disk, and type the information directly into this document. All documents must be saved in Rich Text Format (RTF) or in Adobe Acrobat to be uploaded into GMIS. You will then upload the completed project report as an attachment through GMIS.

The GMIS user manual, which instructs users on how to submit progress reports online, is available on the DCJS website. The following link takes you directly to the web page where you can access GMIS online and download the user manual: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/>. An instructional CD can also be obtained by emailing a request to the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov.

In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause,

submitted in writing, DCJS may waive this provision. If an extension is needed, it should be requested in writing before the report due date. This is a Criminal Justice Services Board policy that applies to all grant programs administered by DCJS.

Requests for extensions on your quarterly progress report should be directed to your grant monitor. Requests for extensions on quarterly financial reports should be directed to Janice Waddy, Grants Administrator. Please note that even if you are granted an extension on your quarterly progress report, you will not be able to draw down funds until DCJS has received the report.

The VSDVVF reporting cycle runs on a calendar year (January 1 to December 31), and quarters for the VSDVVF grant program are as follows:

1 st Quarter:	January 1 to March 31
2 nd Quarter:	April 1 to June 30
3 rd Quarter:	July 1 to September 30
4 th Quarter:	October 1 to December 31

The quarterly progress report is due on the twelfth working day of the month following the close of the quarter.

A copy of the Monitoring Report has also been included in this Codebook. DCJS grant monitors conduct on-site reviews of all grant programs at least once every four years. This form will help you prepare and organize for your next monitoring visit.

The program should retain all client and financial records for at least the year of award plus three years. Any records older than the required retention period may be stored or purged, at the discretion of the program director and sponsoring agency.

We hope these materials are helpful and informative. If you have suggestions for corrections, additions, or deletions, please contact the Victims Services Section with comments for the next revision.

BACKGROUND INFORMATION

Locality

Indicate the name of the locality.

Grant Number

This is the number that identifies your grant-funded program. It is assigned annually by DCJS, and can be found on your Statement of Grant Award. **All correspondence to DCJS must include this number.**

Current Reporting Period

Indicate the calendar year (CY) in which you are reporting.

Select the box that indicates the current reporting period.

Normally, the VSDVVF reporting cycle runs on a calendar year cycle (January 1 to December 31). Progress reports are submitted quarterly. Quarterly reporting periods for the VSDVVF grant program are as follows:

1 st Quarter:	January 1 to March 31
2 nd Quarter:	April 1 to June 30
3 rd Quarter:	July 1 to September 30
4 th Quarter:	October 1 to December 31

The quarterly progress report is due on the twelfth working day of the month following the close of the quarter.

Position(s) Funded

Indicate the title(s) of all staff members assigned to this VSDVVF project. Indicate the number of hours per week that staff member(s) dedicates to the VSDVVF project.

Contact Person

Provide the requested information for the person completing the report. The person listed is the person DCJS staff will contact with any questions.

Definitions

Domestic violence is defined as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or who has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other adult person against whom a victim is protected from that person's acts under the Code of Virginia. It should be understood that domestic violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Please note that offenses that are not normally defined as "domestic violence" but are committed as a part of a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner should be counted as domestic violence for the purposes of this grant. Examples of these offenses include trespass, breaking and entering, brandishing a firearm, harassment by computer, curse and abuse, cruelty to animals, and vandalism, among others.

Sexual assault is a continuum of behaviors that includes sexual assaults committed by offenders who are strangers to the victim and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim. Sexual assault includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Information on cases involving victims who experienced attempts to commit any of the above-listed acts should also be included in this report.

Stalking is defined as a course of conduct directed at a specific person that places that person in reasonable fear of the death of, or serious bodily injury to, herself or himself, a member of her/his immediate family, or her/his spouse or intimate partner.

The following sections of the Code of Virginia are a priority for prosecution under the VSDVVF:

- § 16.1-253.2** Violation of provisions of protective orders
- § 18.2-57.2** Assault and battery against a family or household member
- § 18.2-60.3** Stalking
- § 18.2-60.4** Violation of stalking protective orders
- § 18.2-61** Rape
- § 18.2-67.1** Forcible sodomy
- § 18.2-67.2** Object sexual penetration
- § 18.2-67.3** Aggravated sexual battery
- § 18.2-67.4** Sexual battery
- § 18.2-67.5** Attempted rape, forcible sodomy, object sexual penetration, aggravated sexual battery, and sexual battery

1. Domestic violence, sexual assault, and stalking cases and charges assigned

Report the total number of **new** sexual assault, domestic violence, and stalking cases and corresponding charges assigned during the current reporting period.

Report on **only** the cases and charges to be prosecuted and/or managed with VSDVVF support.

Each **case** should reflect an incident responded to and reported on by law enforcement or an incident that results in victim-initiated warrants issued by a magistrate. A case may involve one or more **charges/offenses**.

Charges should reflect individual violations of the Code of Virginia committed by offenders. There may be multiple charges involved in one **case**.

Appeals should be counted as a **new** case and charge.

Any cases and charges that were assigned but not resolved by the end of the calendar year (December 31) should be carried over to the next calendar year. These carryover charges would be reported as “new” in the first quarter of the new calendar year.

2. Deferred Dispositions

Report the total number of charges resulting in a deferred disposition during the current reporting period.

Deferred disposition is a process where the judge requires the defendant to adhere to certain terms, prior to any adjudication of guilt. If a defendant successfully completes those terms, the charges are dismissed. The final resolution of a charge that results in a deferred disposition will be reported in question three (3).

3. Disposition Information

Report offense and disposition information for **each RESOLVED charge** prosecuted and/or managed with Virginia Sexual and Domestic Violence Victim Fund grant monies during the current reporting period.

Type of Charge

Please note that offenses that are not normally defined as “domestic violence” but are committed as a part of a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner should be counted as domestic violence for the purposes of this grant. Examples of these offenses include

trespass, breaking and entering, brandishing a firearm, harassment by computer, curse and abuse, cruelty to animals, and vandalism, among others. When completing the chart, classify these charges as misdemeanor or felony domestic violence charges, depending on the level of the offense.

Number of charges involving adult and child victims

Report the total number of charges involving adult and child victims for each type of charge listed.

The total of the numbers listed for charges involving adult victims and the number of charges involving child victims should be equal to the totals for reported outcomes (charges not brought to trial or nolle prossed, trials, pleas, deferred findings, and acquitted) of the corresponding charges. For example, for misdemeanor sexual assault, if you have 5 charges involving adult victims and 10 charges involving child victims, the total number of reported resolved charges should equal 15.

Type of charge	# of charges with adult victims	# of charges with child victims	Charges not brought to trial or charges that were nolle prossed				Trials - Number Convicted		Pleas - Number Convicted		Deferred Findings		Number Acquitted
			Request of victim	Lack of evidence	Plea agreement	Other	Guilty as charged	Guilty of lesser off.	Plead as charged	Plead lesser off.	Convicted	Dismissed	
Misdemeanor sexual assault	5	10			2		3	2	1	5			2

Charges not brought to trial

For the purposes of this report, provide information on charges that were resolved that were resolved without a trial to determine guilt or innocence of the defendant.

Request of victim: Report charges that were not brought to trial as a result of a victim's request.

Lack of evidence: Report charges that were not brought to trial as a result of a lack of evidence. Charges that were not brought to trial or were nolle prossed because the victim refused to testify should be counted in this category.

Plea agreement: Report charges that were not brought to trial as a part of a plea agreement. For example, if certain charges against a defendant are dropped as a condition of a guilty plea for another charge, you would count the charge in this category.

Other: Report charges that were not brought to trial as a result of other reasons outside of the request of a victim, lack of evidence, or a plea agreement. For example, if a charge is transferred to another jurisdiction, the charge would be counted in this category.

Trials-Number Convicted

Report charges that went to trial and resulted in a conviction. Indicate whether the defendant was found **guilty as charged** or **guilty of a lesser offense**.

Do not count convictions reached through a plea agreement in this section, as these convictions are recorded in the "Pleas" section.

Pleas-Number Convicted

Report charges that were resolved through a plea agreement. Indicate whether the defendant **pleaded guilty to the original charge** or **pleaded guilty to a reduced charge**.

Deferred Findings

Deferred disposition is a process where the judge requires the defendant to adhere to certain terms, prior to any adjudication of guilt. If a defendant successfully completes those terms, the charges are dismissed. If the defendant does not adhere to the terms of the deferred disposition, the defendant is convicted of the charge.

Report the final resolution of charges for which there was originally a deferred disposition. Indicate whether charges that originally received a deferred disposition were resolved through a conviction or dismissal.

Acquitted

Report charges of which the offender was acquitted.

4. Demographics of UNDUPLICATED victims served

Provide demographic information for **unduplicated** victims served in a reporting period (January 1 to December 31). Victim demographics should be reported in the quarterly report where you report the case and charge(s) involving the victim as assigned in question 1.

Victims should only be reported **once** per reporting cycle (January 1 to December 31), even if there are multiple crimes committed against the victim, and even if the victim experiences subsequent crimes committed by different offenders.

The victim demographic information may be reported in the same quarter or in a different quarter that the case/charge was resolved.

For any cases and charges that were assigned but not resolved by the end of the calendar year (December 31) when the case was initiated, victim demographics should be reported *again* in the first quarter of the next calendar year.

Example: A woman is assaulted by her husband, and her husband is charged with assault & battery. You would include any demographic information for the woman in the quarterly report where you provide report the assault & battery case as assigned in question 1 of this report. The same woman then separates from her husband. In a subsequent reporting period, the same woman is raped by her new boyfriend. If the rape case is reported as assigned in question 1 of this report in the **same** reporting cycle (January 1 to December 31) that you reported the assault & battery charge as assigned, you would **NOT** provide an additional victim demographics in your quarterly report. If the rape charge is assigned in a *subsequent* reporting cycle (January 1 to December 31 of the *next* year) than the assault & battery charge, you **would** provide victim demographic information on the quarterly report where you report that the rape charge was assigned.

Please note that it is not necessary to ask victims if they can be classified under each of the categories listed in the “Other Demographics” section. This information should be reported only if the information is known or if it is applicable to the crime experienced by the victim.

Race/ethnicity: Report the race or ethnicity with which the victim identifies.

Gender: Report the gender of each victim, or if the gender is unknown, report it as unknown. This is an unduplicated count.

Age: Report the number of victims served in the applicable age category, or if the age is unknown, report it as unknown. When working with an adult who was molested as a child, the age recorded should be his or her current age, not the age at which s/he was molested. This is an unduplicated count.

The totals for Race/Ethnicity, Gender, and Age should all be the same.

Other demographics

People with limited English proficiency: Report the number of victims served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

People who are immigrants/refugees/asylum seekers: Where possible, report the number of victims who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status. Please note that VSDVVF funds may be used to prosecute cases involving undocumented immigrants who are victims of domestic violence, sexual assault, and stalking.

People who live in rural areas: Report the number of victims who live in a rural area or community. Please see the Geographic Category List (Attachment 2) in the “Attachments” section of this codebook.

People with mental/emotional disabilities: Count victims with a significant limitation in activities of daily living due to a mental/emotional disability in this category. This may include people with developmental disabilities and people with diagnosed mental illness, if their activities are so limited.

People with physical/medical disabilities: Count victims with a significant limitation in activities of daily living due to a physical/medical disability in this category. This may include people who are vision-impaired, people who are hearing impaired, or people who have another physical/medical disability, if their activities are so limited.

Lesbian, gay, bisexual or transgender: Count victims who self-identify as lesbian, gay, bisexual, or transgender.

High risk: Count victims who engage in activities that increase their risk of becoming a victim of crime. Examples include victims who engage in prostitution or substance abuse.

College students: Count victims who are college students.

Other: Count victims who have any other significant demographic information that is relevant to their case. You may include a demographic that helps to identify patterns or trends that you have noted in your locality. “Pregnancy” may be included in this category, as pregnant women are more at risk of experiencing intimate partner violence. Please be sure to designate any demographics that you track in this category on your report form.

EXAMPLE: You served a 20-year-old woman who is a victim of sexual assault, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-25), and as a person with limited English proficiency.

5. Victims’ relationship to offender

Indicate the relationship of the victim to the offender by type of victimization.

Victims are those against whom the sexual assault, domestic violence, or stalking was directed.

If a victim experienced more than one type of victimization, was victimized by more than one perpetrator, and/or experienced subsequent crimes, count the victim's relationship to the offender(s) in all categories that apply. The number of victims reported here may total more than the unduplicated total number of victims reported in the gender and age categories in the victim demographics section.

Intimate partner: A person with whom the victim has a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated as a spouse to the victim, or any other adult person against whom a victim is protected from that person's acts under the domestic or family violence laws outlined in the Code of Virginia.

Other family or household member: A family member is any person who is related to the victim by blood, kinship or relationship. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, extended family, clans, etc. Other household members are any persons who share or has shared a household with the victim, including roommates, personal care attendants, etc.

Dating relationship: A social relationship of a romantic or intimate nature. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

Acquaintance: A person known to the victim, including a peer, co-worker, supervisor, friend, classmate, etc.

Stranger: Any person unknown to the victim.

Note: The chart below is an abbreviated version of the chart that appears in the reporting form.

EXAMPLE: A victim who was being stalked by her former husband and was sexually assaulted by the person with whom she is currently in a dating relationship would be counted as follows:

Relationships to offender	Number of victims		
	Sexual assault	Domestic violence	Stalking
Current or former spouse			1
Other family or household member (<i>in-law, sibling, grandparent, etc.</i>)			
Dating relationship	1		

6. Narrative

- a) During this quarter, what obstacles have you encountered in your work and how have you addressed or resolved them? What successes have you had?
- b) During this quarter, did you or other staff of the Commonwealth's Attorney's office attend training events supported with VSDVVF funds? If yes, please list the training title, date(s) of the training, name(s) staff attending training, and workshops attended.

Geographic Category List

Locality	Central City	Suburb City	Suburb County	Rural	
COUNTIES					
Accomack				X	
Albemarle			X		
Alleghany				X	
Amelia				X	
Amherst			X		
Appomattox				X	
Arlington			X		
Augusta				X	
Bath				X	
Bedford				X	
Bland				X	
Botetourt			X		
Brunswick				X	
Buchanan				X	
Buckingham				X	
Campbell			X		
Caroline				X	
Carroll				X	
Charles City			X		
Charlotte				X	
Chesterfield			X		
Clarke				X	
Craig				X	
Culpeper				X	
Cumberland				X	
Dickenson				X	
Dinwiddie			X		
Essex				X	
Fairfax			X		
Fauquier				X	
Floyd				X	
Fluvanna			X		
Franklin				X	
Frederick				X	
Giles				X	
Gloucester			X		
Goochland			X		

Grayson			X		
Greene				X	
Greensville				X	
Halifax				X	
Hanover			X		
Henrico			X		
Henry				X	
Highland				X	
Isle of Wight				X	
James City			X		
King and Queen				X	
Locality	Central City	Suburb City	Suburb County	Rural	
COUNTIES					
King George				X	
King William				X	
Lancaster				X	
Lee				X	
Loudoun			X		
Louisa				X	
Lunenburg				X	
Madison				X	
Mathews				X	
Mecklenburg				X	
Middlesex				X	
Montgomery				X	
Nelson				X	
New Kent			X		
Northampton				X	
Northumberland				X	
Nottoway				X	
Orange				X	
Page				X	
Patrick				X	
Pittsylvania			X		
Powhatan			X		
Prince Edward				X	
Prince George			X		
Prince William			X		
Pulaski				X	
Rappahannock				X	
Richmond				X	
Roanoke				X	
Rockbridge				X	
Rockingham				X	
Russell				X	

Scott			X		
Shenandoah				X	
Smyth				X	
Southampton				X	
Spotsylvania				X	
Stafford			X		
Surry				X	
Sussex				X	
Tazewell				X	
Warren				X	
Washington			X		
Westmoreland				X	
Wise				X	
Wyth				X	
York			X		
Locality	Central City	Suburb City	Suburb County	Other City	
CITIES					
Alexandria	X				
Bedford				X	
Bristol		X			
Biena Vista				X	
Charlottesville		X			
Chesapeake	X				
Clifton Forge				X	
Colonial Heights		X			
Covington				X	
Danville	X				
Emporia				X	
Fairfax		X			
Falls Church		X			
Franklin				X	
Fredericksburg				X	
Galax				X	
Hampton	X				
Harrisonburg				X	
Hopewell		X			
Lexington				X	
Lynchburg	X				
Manassas		X			
Manassas Park		X			
Martinsville				X	
Newport News	X				
Norfolk	X				
Norton				X	

Petersburg		X			
Poquoson		X			
Portsmouth	X				
Radford				X	
Richmond	X				
Roanoke	X				
Salem		X			
South Boston				X	
Staunton				X	
Suffolk	X				
Virginia Beach	X				
Waynesboro				X	
Williamsburg		X			
Winchester				X	



**VIRGINIA SEXUAL & DOMESTIC VIOLENCE VICTIM FUND
QUARTERLY PROGRESS REPORT FORM
PROSECUTION CATEGORY**

Locality:

Grant number:

Select the current reporting period:

Calendar Year:

- ☐ January 1 - March 31
☐ April 1 - June 30
☐ July 1 - September 30
☐ October 1 - December 31

Position(s) Funded:

Hours per week:

Person Completing Report:

Name:

Address:

Telephone:

Facsimile:

Email:

Domestic Violence is a pattern of physically, sexually, and/or emotionally abusive behaviors used by one individual to assert power or maintain control over another in the context of an intimate or family relationship. Misdemeanor and felony domestic violence offenses include any assaults, battery, vandalism, breaking and entering, or other offenses that occurred between two individuals as part of a pattern of domestic violence, as defined above. The Code of Virginia does not have to name the offense "domestic violence" for it to be counted on this form. Similarly, **sexual assault** and **stalking** offenses should be counted, even if other names are used for these types of offenses, such as "sexual battery" or "harassment."

1. Domestic violence, sexual assault, and stalking cases and charges assigned

Report on the **new** cases and charges assigned during the current reporting period.

Report on only the cases and charges to be prosecuted and/or managed with VDVVF support.

Any charges that were assigned but not resolved by the end of the calendar year (December 31) should be carried over to the next calendar year. These carryover charges would be reported as “new” in the first quarter of the new calendar year.

Cases	Charges
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Total number assigned during this reporting period

2. Deferred Dispositions

Total number of charges resulting in a **deferred disposition** during this reporting period:

3. Disposition Information

Use the chart on the following page to report the dispositions of all charges resolved during the current reporting period.

Only charges prosecuted and/or managed with *Virginia Sexual and Domestic Violence Victim Fund* grant monies should be reported.

Type of charge	# of charges with adult victims	# of charges with child victims	Charges not brought to trial or charges that were nolle prossed				Trials - Number Convicted		Pleas - Number Convicted		Deferred Findings		Number Acquitted
			Request of victim	Lack of evidence	Plea agreement	Other	Guilty as charged	Guilty of lesser off.	Plead as charged	Plead lesser off.	Convicted	Dismissed	
Misdemeanor sexual assault													
Felony sexual assault													
Homicide related to sexual assault, domestic violence, and/or stalking													
Misdemeanor domestic violence—intimate partner													
Misdemeanor domestic violence—other family/household member													
Felony domestic violence—intimate partner													
Felony domestic violence—other family/household member													
Misdemeanor stalking													
Felony stalking													
Violation of protection order													
Violation of bond condition (bail)													
Violation of probation or parole													
Violation of other court order													
Other (specify):													

4. Victim Demographics

Victim demographics should be reported in the quarter when the charges involving the victim were **assigned**. Provide information on Race/Ethnicity, gender, and age for **each** victim served. The demographic information provided should be **unduplicated**. Victims/survivors should only be reported **once** per reporting cycle (January 1 to December 31), even if there are multiple crimes committed against the victim/survivor, and even if the victim/survivor experiences subsequent crimes committed by different offenders. When applicable to the case or when the information is known, use the categories listed under "Other Demographics" to indicate information that may pertain to victims you serve. **Please note that it is NOT necessary to ask victims if they can be classified under each of the categories listed in the "Other Demographics" section.**

	Number of victims
Race/Ethnicity	
African	
American Indian and Alaska Native	
Asian or Asian American	
Black or African American	
Hispanic or Latino	
Native Hawaiian and other Pacific Islander	
White	
More than one race/ethnicity	
Other (<i>specify</i>):	
Unknown	
TOTAL RACE/ETHNICITY (<i>Should equal Total Gender & Total Age</i>)	
Gender	
Female	
Male	
Unknown	
TOTAL GENDER (<i>Should equal Total Race/Ethnicity & Total Age</i>)	
Age	
0-17	
18-24	
25-44	
45-59	
60+	
Unknown	
TOTAL AGE (<i>Should equal Total Race/Ethnicity & Total Gender</i>)	
Other demographics	
People with limited English proficiency	
People who are immigrants/refugees/asylum seekers	
People who live in rural areas	
People with mental/emotional disabilities	
People with physical/medical disabilities	
Lesbian, gay, bisexual, or transgender	
High risk (prostitutes, substance abusers, etc.)	
College students	
Other (<i>specify</i>):	

5. Victims' relationship to offender

If a victim experienced more than one type of victimization, count the victim in all categories that apply, indicating the victim's relationship with each offender.

Relationship to offender	Number of victims/survivors		
	Sexual assault	Domestic violence	Stalking
Current or former spouse			
Current or former intimate partner or shares custody of a child with the offender			
Parent or step-parent or guardian			
Other family or household member (<i>in-law, sibling, grandparent, etc.</i>)			
Dating relationship			
Acquaintance (<i>friend, neighbor, co-worker, schoolmate, etc.</i>)			
Stranger			
Relationship unknown			
Other (<i>specify</i>):			

6. Narrative

- c) During this quarter, what obstacles have you encountered in your work and how have you addressed or resolved them? What successes have you had?
- d) During this quarter, did you or other staff of the Commonwealth's Attorney's office attend training events supported with VSDVVF funds? If yes, please list the training title, date(s) of the training, name(s) staff attending training, and workshops attended.

**DEPARTMENT OF CRIMINAL JUSTICE SERVICES
VICTIMS SERVICES SECTION
VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND
PROGRAM MONITORING FORM
PROSECUTION GRANTEES**

Jurisdictions Served _____

Reviewer Name(s) _____

Grant Number _____ Award Amount \$ _____

Date of review _____

REQUIREMENTS/CONDITIONS

Yes No Problem

Reporting and Delivery Requirements

Were CY 2006 project progress reports filed within 12 working days of the end of each quarter?

☐ ☐ ☐

Were CY 2006 financial reports filed within 12 working days of the end of each quarter?

☐ ☐ ☐

General and Special Grant Conditions and Assurances

Is a copy of the signed Statement of Grant Award/ Acceptance and relevant attachments on file for this grant at the project office?

☐ ☐ ☐

Has the grantee satisfied all the special conditions for the current award?

☐ ☐ ☐

Does the grantee have a current independent financial audit on file at the project office? (General Conditions, Section 7)

☐ ☐ ☐

Are books, records, and other documents relative to your VSDVVF grant retained for 3 years?

☐ ☐ ☐

PROJECT PERFORMANCE

	Satis- factory	Unsatis- factory
How many domestic violence cases have been prosecuted by your project in CY2006?	<input type="checkbox"/>	<input type="checkbox"/>
How many sexual assault cases have been prosecuted by your project in CY2006?	<input type="checkbox"/>	<input type="checkbox"/>
How many stalking cases have been prosecuted by your project in CY2006?	<input type="checkbox"/>	<input type="checkbox"/>
How many victims have received services from your project in CY2006?	<input type="checkbox"/>	<input type="checkbox"/>
How do victims of violence against women find out about your project and your services?	<input type="checkbox"/>	<input type="checkbox"/>
How is the quality of service evaluated?	<input type="checkbox"/>	<input type="checkbox"/>
Describe any barriers, obstacles, or challenges experienced by the project.		

HUMAN RESOURCES MANAGEMENT

What position is supported by VSDVVF funds?

Name

Position

Annual Salary \$

Hours per week

**Satis-
factory**

**Unsatis-
factory**

Describe your hiring and firing practices.
(was the position advertised, interviews, at-will
employees, etc.)

☐☐

What training/orientation is provided for new staff?

☐☐

Do VSDVVF-supported staff attend any of the following?

☐☐

VSDVVF Program Management ☐

Other DCJS Training ☐

VSDVAA Annual Retreat ☐

Other VSDVAA Training ☐

NCDA ☐

Other prosecution-specific training? ☐

How is staff performance evaluated?

☐☐

PROJECT MANAGEMENT

**Satis-
factory**

**Unsatis-
factory**

Does the DVVF staff person participate in the
local domestic violence and sexual assault
coordinating council(s)? (General Grant
Conditions & Assurances #4)

☐☐

Does the project maintain a written
cooperative agreement with the local domestic

☐☐

violence program and sexual assault crisis center? (General Grant Conditions & Assurances #4)

How are referrals made to local programs that provide specialized services to victims of domestic violence, sexual assault, and stalking?

☐
☐

Is data being collected to allow for quarterly reporting of case/charge resolution and victim demographic information?

☐
☐

If the project services are provided by a subcontractor, please provide details of the agreement.

☐
☐

Are time and attendance records on file?

☐
☐

Does the project appear to be organized and effectively managed?

☐
☐

Satisfactory

Unsatisfactory

Fiscal Review

Is the project spending funds as outlined in the grant?

☐
☐

Do records indicate that the rate of expenditure matches the rate indicated on quarterly financial reports?

☐
☐

What other funding is the project receiving?

☐
☐

How is the project attempting to gain community support?

☐
☐

List the persons interviewed in the monitoring process.

List the records audited in the monitoring process.

Quarterly statistical reports

Quarterly financial reports

Grant applications

Statements of award

Annual financial audit FY2004

Cooperative agreement with DVP/SACC

Personnel records

Position descriptions

COMMENTS

Requirements/Conditions

Project Performance

Human Resources Management

Project Management

Other

RECOMMENDATIONS